



## **TRANSFER OPPORTUNITY**

**Office Assistant (Typing)**

**Department of Industrial Relations**

**Division of Labor Statistics and Research**

**San Francisco**

**Position:** Office Assistant (Typing) Range A \$2003 - \$2435 per month  
Range B \$2172 - \$2641 per month

**Location:** 455 Golden Gate Ave., San Francisco, CA 94120

**Duties:** Under the direction and supervision of the Research Manager. The Office Assistant (Typing) works on refining directories, registers and files of addresses for 27,000 respondents to be contacted in the Redesigned Occupational and Health survey (ROSH). Assists in data collection and compilation for the Rosh survey, including preparing and sorting incoming and outgoing mail correcting addresses, editing forms, filling survey forms typing reports and reviewing the survey data for accuracy. Responds to incoming telephone requests for forms and materials; responds to requests relating to record keeping obligations and preparation of forms. Makes follow-up telephone calls to non-respondents.

Anyone eligible for transfer may apply by sending a standard State (Form STD 678) to:

Department of Industrial Relations  
Division of Labor Statistics and Research  
P.O. Box 420603  
San Francisco, CA 94142  
**Attention: Ester Agustin**  
Telephone: (415) 703-4779  
CALNET 593-4779

Submit application by **February 3, 2006**

Applications will be reviewed and interviews may be scheduled subsequently.